

HAYDON SCHOOL
JOB DESCRIPTION - SENCO

Post Title	SENCO
Reporting to:	Member of the Senior Leadership Team.
Working time:	Full Time
Salary/Grade:	TLR 1b & SEN 1 allowance
Disclosure level:	Enhanced
Purpose of role	The SENCO leads the strategic and operational development of SEND provision across the school, ensuring that all statutory requirements are met and that pupils with SEND receive high-quality, inclusive support that enables strong progress, positive experiences, and improved outcomes.
Responsible for:	• The strategic leadership, coordination, and quality assurance of SEND provision across the school • Ensuring statutory compliance for pupils with SEND, including those with EHC plans • Overseeing the day-to-day operation of SEND systems, processes, and provision • Providing professional guidance to colleagues to secure high-quality teaching, pastoral support and effective use of resources • Leading the SEND team, including Learning Support Assistants and specialist staff
Liaising with:	• Senior Leadership Team • Faculty and Subject Leaders • Pastoral and Safeguarding Teams • Examinations Officer • External agencies (e.g., Educational Psychology, Speech and Language Therapy, CAMHS) • Parents and carers
Disclosure level:	Enhanced
CORE DUTIES:	
Strategic Direction and Development of SEND	• Lead the strategic development of SEND provision in line with the SEND Code of Practice and school priorities • Maintain an up-to-date SEND policy and ensure its effective implementation • Use whole-school data, SEND information reports, and profiles of need to inform planning and provision • Develop and monitor a SEND action plan with clear objectives, success criteria, and evidence of impact • Ensure the school follows a graduated approach (assess–plan–do–review) for all pupils receiving SEND support

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Teaching, Learning and Curriculum	• Promote and quality-assure high-quality teaching for pupils with SEND, including observing teachers and support staff and supporting middle leaders to develop teaching and learning across all subjects. • Identify and model effective teaching approaches for pupils with a range of needs • Support staff to adapt curriculum materials, classroom environments, pastoral support and pedagogy to meet the diverse needs of learners • Coordinate and lead small-group and 1:1 interventions in literacy, numeracy, and study skills where appropriate for students with SEND needs. • Ensure continuity of provision for pupils transferring between settings and key stages including when they leave school and translation to work of further education. • Monitor teaching and learning activities to meet the needs of pupils with SEN across the school. • Identify and teach study skills that will develop pupils' ability to work independently.
Identification, Assessment and Review	• Lead the identification and process of applying access arrangements for students, ensuring appropriate support during examinations and assessments • Set targets for raising achievement among pupils with SEN in line with school priorities • Collect and interpret specialist assessment data • Set up systems for identifying, assessing and reviewing SEND interventions including impact. • Update the Leadership Team and the governing body on the effectiveness of provision for pupils with SEN • Develop own and the staff bodies understanding of learning needs and the importance of raising achievement among pupils with SEND • Oversee and monitor the quality of individual students action plans eg. IEP • Lead the Annual /Emergency Review meetings for pupils with EHCPs (or equivalent) • Attend consultation events/CPD and keep parents informed about their child's progress • Liaise with the Examinations Officer to ensure all reports are up to date and provision for special needs for all examinations is identified and met
Leadership and Management of Staff	• Encourage all members of staff to recognise and fulfil their statutory responsibilities to pupils with SEN • Provide training opportunities for staff in regard to SEN issues and ways to develop teaching and holistic support • Disseminate good practice in SEN across the school • Recruit staff / external provision for the department as required • Deploy staff effectively to meet the needs of pupils with SEN
Quality Assurance and Impact	• Monitor and evaluate the effectiveness of SEN provision using a range of evidence (data, observations, pupil voice, staff feedback, behaviour and attendance) • Report regularly to the Senior Leadership Team and governing body on SEN provision, outcomes, and priorities • Ensure accurate and up-to-date SEN records and management information • Use evidence from exclusions, attendance, behaviour logs, and progress data to inform improvements

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Communication and Liaison	• Attend and participate in open evenings, new parents evenings and parent consultation evenings • Maintain strong, positive communication with parents and carers, and external agencies ensuring they are fully involved in decision-making when relevant • Support the Student Voice to ensure pupils with SEN are represented and heard.
Safeguarding and Inclusion	• Work closely with the Designated Safeguarding Lead and pastoral teams to identify and support vulnerable pupils • Ensure all staff are aware of their safeguarding responsibilities in relation to pupils with SEND ensuring compliance with statutory safeguarding policies and procedures • Foster an inclusive school culture where all pupils feel safe, valued, and able to participate fully • Develop and implement strategies to remove barriers to learning and promote equality of opportunity • Support the integration and inclusion of pupils with SEND in all aspects of school life • Monitor and report on the impact of inclusion initiatives and safeguarding measures related to SEND provision
Resource and Budget Management	• Identify resource needs and ensure effective use of SEN funding • Track provision spending and apply for additional (top-up) funding where appropriate • Review service level agreements with external agencies to ensure value and impact • Prioritise training and resources based on the school's profile of need
Additional Duties:	• Contribute fully to the life and ethos of the school • Engage in ongoing professional development, including mandatory SENCO qualifications where required • Participate in staff review and development processes • Undertake any reasonable duties consistent with the nature and grading of the post • Lead opportunities for SEND students to participate in extra curricular activities.

You are to carry out the duties of support staff as set out in the Job Description and any other duties as reasonably required by the Headteacher and consistent with the overall level, nature and grading of the post.

- To promote actively the school's corporate policies
- To continue personal development as agreed
- To actively engage in the staff review and development process

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

DATE: SEPTEMBER 2026